

Supply Chest

May 25, 2001

Navy Core Values: Honor, Courage, Commitment

Vol. 53 No. 9



Celebrating Pacific heritage

Rosalinda Walton, Division Director for Shore Command Contracting, stands in front of a display in Building W-143 commemorating Asian Pacific American Heritage Month. She, along with others at FISC, created the display using personal mementos to represent their homelands. Ms. Walton is a native of the Philippines, where she worked as a certified public accountant. She arrived in the United States in 1978 and has been a federal employee for the past 12 years. She began her career in the internship program before moving up to contract specialist and contracting officer prior to her current position. She says the internship program trained her well, and she highly recommends it to anyone considering a career as a federal worker.

The Navy Log at the Navy Memorial Honors Veterans

Did you serve? The United States Navy Memorial Foundation in Washington, D.C., has established the "Navy Log" in an effort to honor all naval veterans that have served the country.

The Navy Log includes Navy, Marine Corps, Coast Guard, and Merchant Mariners. The Navy Log has thus far collected the names, service information and photographs of more than 250,000 service personnel.

All enrollments form a part of America's enduring naval heritage, a

permanent and publicly accessible video register available for reviewing at the Naval Heritage Center next to the Navy Memorial on Pennsylvania Avenue, midway between the White House and the Capitol, or on the memorial's web site, <http://www.lonesailor.org>.



For more information, call the foundation at (800) 821-8892 ext. 730, or write: U.S. Navy Memorial Foundation, Attn: Navy Log, 701 Pennsylvania Ave. NW, Suite 123, Washington, DC, 20004-2608.

Memorial Day Message from the JCS Chairman

Since 1868, Americans have celebrated Memorial Day to honor those who fought and died to preserve our freedom. We set aside one day each year to pause and reflect on the debt of gratitude we owe to the brave patriots who stood in the breach when the defense of liberty demanded the ultimate sacrifice.

Perhaps President John F. Kennedy captured the spirit of this holiday best when he said, "A nation reveals itself not only by the men it produces, but also by the men it honors, the men it remembers." By honoring the men and women who have sacrificed their lives to protect our freedom, we ensure that their heroic spirit will live on in this new century.

Indeed, this spirit is alive and well in today's Armed Forces. In the mountains of Bosnia, along the DMZ in Korea, in the rocky Sinai desert, in the skies over Iraq, and the blue waters of the Pacific, our soldiers, sailors, airmen, Marines and Coast Guardsmen stand watch — day and night — guarding freedom's frontier. Today, as in the past, they bear the burdens that make America's blessings possible for all its citizens.

The Joint Chiefs of Staff and I join every American in honoring those who gave their lives — and all of their tomorrows — so that we might live in peace. We also salute the dedicated men and women of today's Armed Forces who actively preserve this noble legacy.

Gen. Henry H. Shelton, USA

From the Helm: Corporate Values & One Touch Employee



By Capt. Bill Kowba
Commanding Officer, FISC Norfolk

Centerites,

Sid Etherington and I attended the 18-19 April 01 NAVSUP Strategic Off-site Conference in Harrisburg, Pa. These are periodic gatherings of the senior leadership at headquarters and the field activities. They are a very good means of bringing everyone up to date on the status of key programs, current initiatives, business plan issues, and strategic plan objectives. Stemming from

this most recent session, I want to share with you two topics of interest to all of us, corporate values and the One Touch Employee / Business to Employee initiative.

Corporate values are guidelines for how all of us should conduct ourselves at work on a daily basis. Making the NAVSUP corporate values our values should be a number one goal. By doing so, we build our self esteem, the credibility of the work force, our rapport with customers, and the probability of success for all of us. All world class organizations have corporate values associated with excellence, integrity, teamwork, and commitment. They are the signposts on the road of career and organizational development that point us to doing "right things right." The following are the NAVSUP corporate values:

Employee Excellence: We are committed to our employees and to their development, participation, and recognition.

Customer Focus: We are devoted to serving our customers and to exceeding their expectations.

Teaming for Success: We aggressively seek effective partnerships to improve our quality.

Innovative and Responsive: We constantly explore new ideas and methods in order to increase our effectiveness.

Quality Products and Services: The products and services we deliver are always the best.

Honor and Integrity: We act ethically; are open, honest, and fair, and take full responsibility for our actions and keeping our word.

I ask that all of us reflect on the corporate values, re-commit ourselves to them, and share them with our co-workers. They are certainly worth pulling out of the drawer occasionally to remind ourselves of what should be shaping our words and actions.

Let me now turn to a discussion of One Touch Employee (OTE), otherwise known as a Business to Employee (B2E) undertaking. NAVSUP is building a One Touch Support (OTS) web-based capability that will allow our cus-

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Supply Chest

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Advanced Management Program

As the Navy's business managers, we must constantly update the education and skill sets provided to our employees throughout their careers. We have made great strides through attendance at Graduate level programs for our O-3/O-4s, civilian career development, and Executive Training Programs for our O-6s, but more can be done for the development of our O-5s and GS 13/14s.

The Tench Francis School of Business Advanced Management Program (AMP) is a 3-week course alternative to civilian executive education programs. Located at the Navy Supply Corps School (NSCS) in Athens, GA, the Advanced Management Program is designed for officers and civilians with significant responsibility and outstanding records of achievement.

AMP is a forward-looking program that prepares experienced middle and upper middle level managers for the leadership challenges of the twenty-first century. It incorporates workshops and traditional learning to develop key competencies needed for higher levels of strategic leadership.

Advanced Management development is a process, which begins with the identification of competency gaps, proceeds through self-paced and group learning, and culminates in practice and application.

Leaders in the twenty-first century will continue to face challenges due to rapid change and instantaneous information exchange. AMP provides the tools necessary to formulate

and implement strategy, develop and manage networks of people, and incorporate experiences into a broadened policy-level perspective. Through topics such as activity based costing/management, benchmarking, metrics management, managing organizational change, competitive strategy and execution, e-business, ERP and information systems solutions, AMP hones managerial and leadership skills. After completing AMP, graduates will be able to coordinate functional areas to support overall strategy implementation, formulate customer driven strategies for leadership in quality, cost avoidance and service, and improve the organization's mission support capability.

More information can be found at www.amp.nscs.com. The class will be held June 11, 2001 and you must be an O-5, O-5 select or civilian GS-13/14 to attend. Officers and civilians desiring to attend should complete the application found on the AMP website. Applications can be electronically mailed to: allen_lcdr_daniel@nscs.com or faxed to 706-354-7280/7262. Hard copy applications can be mailed to: Tench Francis School of Business, 1425 Prince Avenue, Athens, GA 30606. Selection will be based on performance, current/future assignment, and availability. Questions should be directed to LCDR Dan Allen, 706-354-7233, DSN 588-7233, or by email at allen_lcdr_daniel@nscs.com.

K. W. LIPPERT

Rear Admiral, SC, USN

News Briefs

Benefits Line. To find out the latest information on your benefits, call the DoD Benefits Line at 1-888-320-2917. You will need your Social Security Number (SSN) and your PIN (6 digit number). If you have forgotten or lost your PIN, you need to have the following information available when you call to reset your PIN to a new six digit numerical code: Latest LES, SSN, date of birth, service computation date for leave, civilian pay plan, grade and step.

Government credit card management. Defense Department employees may want to pay more atten-

tion to their Government credit card bills. Starting in October, the Pentagon will garnish the salaries of military and civil service personnel whose accounts are more than 120 days overdue.

Judge Rejects Challenge to Five-Year Rule. A U.S. Federal court in Washington, D.C., has rejected a challenge that could have ended the rule that requires many civilian employees working overseas to give up their jobs after five years. *Stars and Stripes* reports that U.S. District Judge Gladys Kessler ruled March 27 that the "five-year rule" is valid. Nearly all civilian DoD employees stationed overseas are affected by the five-year rule. Exceptions are teach-

ers for the Department of Defense Dependents Schools, employees of nonappropriated fund entities, contract workers, and local nationals.

Photos Wanted! The Navy is looking worldwide for photos for a special edition of the magazine *All Hands*. The magazine wants images of Sailors, Marines, civilians and their family members that show how the Navy works, lives and fights. All photos must be taken during the month of May and must be received by the magazine by June 15. For more information, visit the *All Hands* magazine website at www.mediacen.navy.mil/pubs/allhands.

CMDP offers effective distance learning opportunities

By Gina Napoli, Civilian Workforce Planning Office (CWPO)

Members of the Corporate Management Development Program (CMDP) are an elite few. Only 72 NAVSUP claimancy employees are currently enrolled in this rigorous program.

This year's CMDP program is more demanding than it has been in years past. The requirements have increased, as well as the length of time required to complete the coursework. In addition, the required college courses are being administered via the internet. This is a whole new ballgame for most of the non-traditional students in the federal service.

CMDP students Renee Tambellini, Janet Brunson, Liz Lewis, Marci Singel, Gene Hepler, and LisaRae Glessner have all proactively voiced their admiration for the program.

Their admiration carries even more weight considering that for most of the students, this is their first crack at distance education. "Distance education requires more self-discipline," says LisaRae Glessner of the Navy Fleet Material Support Office, Mechanicsburg, Pa. "I carry my textbook with me practically everywhere. Five minutes here and there adds up."

Liz Lewis of FISC Norfolk admits that distance education was a bit overwhelming at first. However, with her background in procurement, her recent MBA achievement, and her efforts in providing contract policy/guidance, oversight, and training, she is pretty confident in her ability to conquer CMDP, too. "It's missing the human touch," she states, "but it's still a good developmental program."

One of the best things about distance



CMDP I Class 1, Orientation (23 October - 3 November 2000) at NAVSUP Headquarters
Back row, Left to Right: Gene Hepler, Mike Sipe, Kevin Donnelly, Ernest Lynch, George Decker, Rich Beam, Michael Klotz, David Perry, Donna Beers, Charlene Fowler. Front row, Left to Right Tami Cartos, LisaRae Glessner, Jessica Shadle, Iris Seiki, Elizabeth Lewis, Kathryn Tibbs, Sandra Tichy, Kelly Endo, Carolyn King, Janet Albin, Sherry Dixon, Pat Blackwood, Janetta Fox, Gloria Zarate.

learning is the flexibility it offers CMDP students. For Janet Brunson of Puget Sound, she is "especially happy about the easy access and mobility of my portable classroom that supports me 24-hours a day year-round." Gene Hepler of FISC San Diego, likes the flexibility of time. "I don't have to be in class for three or four hours straight."

Marci Singel, also of FISC San Diego adds, "I could not think of a more effective way to learn about the e-environment than using it for the course work." Singel earned her bachelor's degree last year at age 36.

Renee Tambellini, logistics support officer for FISC Jacksonville Detachment Ingleside, TX, says, "Thanks to the flexibility of distance education, I never miss a class while on travel!"

Tambellini was most enthusiastic about the networking aspect of the course work. "I thought it would just be independent classes on CD-ROMs.

The networking with other CMDP students has far exceeded my expectations. I didn't know I would meet so many outstanding people so quickly."

Brunson has made acquaintances and built a network of professional people she would not have otherwise made through a traditional classroom setup. She now has the opportunity to "interact with people from different walks of life no matter what the geographic location."

The CMDP program has also spurned some individual development. Hepler has been reading and exploring the dynamics of e-commerce, analyzing what he has learned in terms of applying it to boost FISC San Diego's business growth.

The CMDP staff has worked hard to ensure the success of this year's program. "Dave [Lewis], Janet [Rich], and Sandra [Deaver] have just done a fabu-

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tomers to log on and electronically handle numerous supply transactions ranging from the procurement of standard and non-standard material to conducting status checks. Additionally, this OTS portal will include OTE as an internal e-Business site to serve all personnel in the NAVSUP claimancy.

OTE provides a secure way for tailored corporation-employee interaction. It will more than just supplant BASS, the automated administrative program we now have at the supply center. The current vision calls for a module resident in the web-based OTS that has six focus areas. The work planning area will include mail, calendars, and project reporting. The HRO area will address timekeeping, personnel records, pay, and retirement information. The professional communities area will involve teamrooms, expertise, and

calendar. The toolkit area will cover correspondence tracking, locator lists, and conference room assignments. The repositories area will store guidance, white papers, briefings, and templates. The career services area will touch on training course, career development, and vacancy information.

The NAVSUP OTE project team plans to roll out this B2E program in a phased manner. During May, they aim to make available registration, organizational calendaring, an employee locator, and some career services and repository information. This summer, the project team plans to enhance OTE with correspondence tracking, training course scheduling, subscription services, and other capabilities. They welcome any and all ideas you may have for improving the concept. If you have input, please contact LCDR Les

Huffman and the e-Business team (Code 53, 443-1874).

With One Touch Employee, we are reaching out into the e-Business environment that is notably influencing both the commercial marketplace and the Federal Government. It is a sign of the times. The daily setting is increasingly fast paced and technically oriented. However, in the rush to accommodate the activity of the workplace, let us remember to anchor ourselves with our corporate values. They will ensure we have the right perspective from which to deal with today and tomorrow's issues.



- CMDP from Page 4

lous job. The program would not have been the same without those caring folks," says Tambellini.

Each of the CMDP participants interviewed has goals in mind for after they complete the CMDP program. All would like to advance academically and professionally. Singel would like to advance in the form of being accepted for CMDP II. Singel would also like to use her degree in Business/Marketing and the graduate program in e-commerce in order to transition into the Marketing/e-Business area within the NAVSUP claimancy. Liz Lewis would like to be more marketable and to become an active participant in current e-commerce initiatives. Brunson is going to use her skills gained in the e-commerce curriculum to effectively contribute to the NAVSUP/FISCs e-portal effort, transitioning the contracting processes to an e-commerce marketplace environment. Hepler plans to start a Ph.D. program, as well as to be assigned to his e-business section at NAVSUP or FISC SD Business Office. Glessner would like to be a project officer. Tambellini may just find herself being a full-time spokesperson for CMDP.

Whatever the particular goals of these participants, the goal is to excel. Liz Lewis profoundly said, "If the recognition is there claimancy-wide and opportunities presented, I feel that members of the CMDP program will make outstanding leaders for the 21st century."



CMDP 1 Class 2, Business Course (5-16 February 2001), Naval Supply Corps School, Athens, Ga. Back row, Left to Right: David Lewis, Dan Olson, Back row, Left to Right: Tom Nelms, Sherry Barnett, William Thornley, Larry Greenawalt. Row 4, Left to Right: Ron Nason, Renee Tambellini, Barbara Weibley, Theresa Reed, Vicky West. Row 3, Left to Right: Joseph Saunders, Edwin Wilcher, Barbara Baughman, Carolyn Wright. Row 2, Left to Right: Jackie Jackson, Deborah Tighe, Marci Singel, Linda Centafonti, Nick Spengler, Julie Heller, Sheryl Harts. Front row, Left to Right: Elizabeth Green, Janet Brunson, Donna Buford

Computer Security

Anti-virus software alone won't protect a computer

Once anti-virus software is installed, most folks think they can stop worrying about viruses.

That's like installing locks on your house and then telling your family "there's no need to worry about burglars, we can relax now."

Here's how almost every anti-virus program works. It scans programs and data as they are added to your computer, looking for viruses based on what techies call a signature.

The signature of a virus is as unique as your handwritten signature. Anti-virus programs scan anything that comes into your computer looking for the unique signature characteristics of known viruses.

That would be enough if viruses never changed and if no new viruses were created. But each day many new viruses are created. Since your virus program can only find a virus based on the signature it has on file, the new ones can - and usually do - zip right by.

The virus-writing community is constantly making small changes to existing viruses that change the signature and let them slip past anti-virus software.

That's why almost every antivirus package comes with the ability to update its signature file.

Most programs, like Norton Anti-Virus, offers users a Web site where free updates to the signature file can be downloaded. You simply go to the Web site and follow the directions to update your program.

Doing that will vastly increase the effectiveness of your software, but it doesn't make it perfect. Even if you up-

date your software once a week for the rest of your life, there will always be new viruses and mutations that aren't on the signature file.

That means that no matter what you do, you are vulnerable to viruses. Don't let that get you into much of a tizzy. Anti-virus software is still a great idea. But you shouldn't stop with that. You still need to practice safe computing.

Remember that one of the most common ways viruses get transmitted is by

e-mail attachment. Some viruses are capable of invading a computer and sending themselves on to every name in that computer's address book. So don't assume even an e-mail from your mom is safe. If it looks suspicious, don't

open it.

Be especially wary of attachments that have extensions at the end of the file name: EXE, COM, VBX. Those are signals that the attachment is a program. A virus is just a tiny program that is good at hiding and bad for your computer.

Some sites on the web offer pirated versions of commercial software. Avoid them like the plague. Besides being illegal, these sites are often infested with viruses.

Since it is possible for a virus to infect any machine (just look at all the big-name companies that have been hit, with fancy anti-virus programs and big computer support staffs), make sure you have a complete backup copy of all programs and data on your computer. If you do that regularly, even if a virus destroys the information on your hard disk, you can use the backup to restore things to their before-virus state.



TSP open season is underway

Federal employees seeking to make changes to their investments in the Thrift Savings Plan can do so in the open season that began this month and continues through July 31.

Feds have the opportunity to increase their withholdings and can also choose for the first time whether to invest in the new international stock (I) fund of the small-capitalization U.S. stock (S)

fund. Participants can change their TSP withholding or transfer funds from the C, F or G funds in the TSP.

The TSP's C Fund returned 7.78 percent, but is still down 12.95 percent over the past 12 months. The F Fund showed a negative rate of return (0.42 percent) in April but is up 12.46 percent over the past 12 months. The G Fund showed an increase of 0.43 percent in April and has a 6.01 percent return over the past 12 months.

The monthly C, F, and G Fund returns represent the actual total rates of return used in the monthly allocation of earnings to participant accounts. The returns are shown after deduction of accrued TSP administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The new TSP rates are available on FPMI's Informed Fed Page at <http://www.fpmi.com/pr/TSPMonthly.html>.



Commercial Activities Program Update

For years, whenever people discussed the possible outcomes of Commercial Activities (CA) studies, the rule of thumb was "the Government wins about 50% of the time and savings achieved are around 30%." These statistics were generated during the 1980s, when CA studies were normally assigned to a manager or project officer who had little or no knowledge of the CA process and who may or may not have been a subject matter expert. Also, overly ambitious schedules were usually established and additional resources were rarely provided.

Recently, at the annual Strategic Sourcing Office (SSO) conference, held at Nellis AFB, officials from OPNAV N465 and SSO announced new statistics for the Navy's CA program. To date, 86 CA studies have been completed with an average cost savings of 68% and FTE savings of 63% (NAVSUP studies report average savings in the mid-40% range in both categories). Additionally, 79% of the studies have resulted in the functions being retained in-house while only 21% of the functions have been converted to the private sector (NAVSUP reports an 87% in-house award rate while FISC Norfolk's in-house award rate is 83%). These statistics are representative of changes in the Navy's approach to conducting CA studies.

The new approach centers on providing support to activities undergoing CA studies. This support includes the establishment of the SSO office and its network of Strategic Sourcing Support Coordinators (SSSCs). The SSO office provides program oversight and guidance, supported by the SSSCs. SSSCs are NAVSUP and NAVFAC employees, trained in all facets of the

CA process, charged with providing assistance to activities undergoing CA studies. Also, OPNAV N465 established and funds an omnibus contract (awarded and administered by FISC Norfolk Detachment Philadelphia) to provide activities with professional consultant support for conducting CA studies.

At the functional and technical level, activities undergoing CA studies are taking a much more proactive approach when it comes to conducting studies. In most activities, including FISC Norfolk, permanent CA teams are being established to conduct studies. These teams typically consist of subject matter experts, consultant support, SSSC support, contracting officers, HRO personnel, and legal counsel. In addition, many commands and claimants have established permanent project offices to monitor and assist in conducting studies. At FISC Norfolk the Strategic Sourcing Project Office, Code 52 was established to provide such support.

Based upon the recently generated statistics, it appears that the Navy's new approach to conducting CA studies is making a real difference.

This Week in Naval History

May 28, 1917 - First underway fueling in U.S. Navy. USS Maumee fuels six destroyers in North Atlantic. Lt. Cmdr. Chester W. Nimitz was aboard Maumee, serving as Maumee's executive officer and chief engineer.

DoD Brings Out the Smart Cards

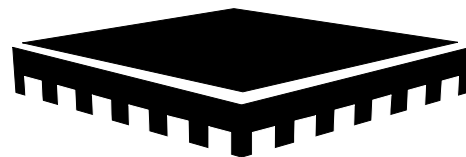
In May, the Department of Defense began its 13-month rollout of Common Access smart cards to 4 million active military, reserve, and civilian personnel. It is the government's first large-scale implementation of smart-card technology.

Each card will carry a photo identification, as well as digital certificates and encryption keys for a public-key infrastructure. The cards will provide both physical and digital access to DOD systems.

"It has been extremely difficult for the government to get large-scale, smart-card programs going," says Jim Dray, a technical adviser at the National Institute of Standards and Technology. "There have been many pilots, but they have met with mixed success."

The cards have fallen short as a medium for carrying all of an individual's data because of problems in synchronizing with central databases. The DoD gets around that problem by using the card for Web access to data rather than storing data on the card itself. This approach also frees memory for multiple applications without requiring a larger chip.

DoD personnel will receive initially the Cyberflex Palmera card from Schlumberger Ltd. of New York, which uses the Java Card 2.1.1 run-time environment on a 32K chip.





The latest FISC Work Team of the Quarter is the Custody Asset Division Team, Cheatham Annex. They were recognized for their outstanding performance in the difficult assignment of handling the personal effects of victims of the USS Cole bombing. Pictured are, front row (l-r): Henry Ryan; Barbara Richardson; Simone Williams; Vernon Taylor. Back row (l-r): Woodrow Sanders; James A. DeBerry, Jr.; Rickey Strong; Margaret Brothers. Also a part of the team, but not pictured, is Alphonso Walker.



Supervisor of the Quarter - Marvin Peralta, Postal Assistant, Code 308, FISC Navy Mail Center



General Schedule Employee of the Quarter - Larry Ellis, Code 204, Purchasing Agent, Norfolk Acquisition Group

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Wage Grade Employee of the Quarter - Juanita James, Advanced Traceability and Control Branch, Code 303

The next deadline for inputs to the Supply Chest is Friday, June 1, for the June 8 edition. Please submit material electronically or via diskette. Handwritten or typed material cannot be accepted. Call the Public Affairs Officer at 443-1014 if you have questions about submitting material.